



THERE IS A CHANGE TO THE EDITS ON THE 52/51 SCREENS:

The R*STARS 52/51 screens have a new edit for the STATE field. The valid states are listed below. The use of 'XX' requires including a valid COUNTRY as defined on the D53 screen table id of 'CNTY' and the values in the title field. Note for Interface Agency Vendor files: Records where the state field = 'XX' will error on the DAFR7101/2 reports. Your agency Vendor Coordinator will be able to add these online directly into R*STARS but if an update to an existing vendor number these will require contacting GAD.

CODE: V21 INV/BLANK STATE DATA ELEMENT: VENDOR STATE

EXPLANATION: VENDOR STATE IS REQUIRED. IT MUST BE A VALID STATE ABBREVIATION (US POSTAL SERVICE STANDARDS). THE VALID STATE ABBREVIATIONS ARE AS FOLLOWS AND ARE DEFINED IN THE 'DAFWSTAT' COPY MEMBER.

AL-ALABAMA	MD-MARYLAND	RI-RHODE ISLAND
AK-ALASKA	ME-MAINE	SC-SOUTH CAROLINA
AR-ARKANSAS	MI-MICHIGAN	SD-SOUTH DAKOTA
AZ-ARIZONA	MN-MINNESOTA	TN-TENNESSEE
CA-CALIFORNIA	MO-MISSOURI	TX-TEXAS
CO-COLORADO	MS-MISSISSIPPI	UT-UTAH
CT-CONNECTICUT	MT-MONTANA	VA-VIRGINIA
DE-DELAWARE	NE-NEBRASKA	VT-VERMONT
FL-FLORIDA	NC-NORTH CAROLINA	WA-WASHINGTON
GA-GEORGIA	ND-NORTH DAKOTA	WI-WISCONSIN
HI-HAWAII	NH-NEW HAMPSHIRE	WV-WEST VIRGINIA
IA-IOWA	NJ-NEW JERSEY	WY-WYOMING
ID-IDAHO	NM-NEW MEXICO	DC-WASHINGTON D.C.
IL-ILLINOIS	NV-NEVADA	AE-MILITARY CODE
IN-INDIANA	NY-NEW YORK	AA-MILITARY CODE
KS-KANSAS	OH-OHIO	AP-MILIATRY CODE
KY-KENTUCKY	OK-OKLAHOMA	XX-REQUIRES VALID COUNTRY
LA-LOUISIANA	OR-OREGON	AS DEFINED ON D53 SCREEN-
MA-MASSACHUSETTS	PA-PENNSYLVANIA	'CNTY' TABLE-ID & TITLE FIELD

MBE REPORTING

The Procurement and accounting staff who are creating BPOs, POs and direct vouchers in ADPICS are advised that they should be referencing the DOIT FMIS document viewed at <http://doit.net.md.gov/servdesk/fmisdocs/adpicsreports/Comptroller%20Objects%20Commodities%20Exclusions.pdf> to ensure that the correct agency object and subobject is selected for every transaction. The document lists the codes that are associated with transactions that are exempt from MBE reporting. In working with agencies to improve the accuracy of MBE reporting, it has come to the attention of the Governor's Office of Minority Affairs (GOMA) that some agencies are using exempt codes for non-exempt items and vice versa. Failure to use the correct codes when creating these transactions directly impacts the accuracy of the standard FMIS MBE reports such as the PCHL710, 711, 717, 718, etc. because the exempt codes are written into the programming of these reports.

Agency procurement, accounting, and MBE staff are having to spend much more time than necessary trying to sort out reportable vs. non-reportable transactions either monthly, quarterly, or at the end of the fiscal year when GOMA attempts to verify the accuracy of agencies' MBE reports. You are asked to do your part to make sure that the codes used are the correct ones for the transaction. Questions regarding what code should apply to a particular transaction/contract item should be directed to the appropriate control agency and/or GOMA.



ADPICS ADDITIONAL ELEMENTS (2353, 2356)

Please use the correct codes in ADPICS for the additional elements screen. Provided below is a link to the BPW Advisory 1998-2 Utilization of ADPICS for Procurement Transactions procedures and an attachment of the different codes and corresponding descriptions.

<http://bpw.maryland.gov/Pages/adv-1998-2.aspx>

CPC REPORTS

Due to a change in banks from Bank of America to US Bank there has also been a change in the CPC Reporting. All A30CPC reports now begin with A30USB.

R*STARS Fiscal Month Closing Dates for FY 2014

The dates listed below are the last days for posting to the prior month. The month will be closed on the morning of the next working day.

September:	October 15, 2013.	October:	November 15, 2013.
November:	December 16, 2013.	December:	January 15, 2014.
January:	February 18, 2014.	February:	March 17, 2014.
March:	April 15, 2014.	April:	May 15, 2014.
May:	June 16, 2014.		

If an agency does not want to wait for GAD to close the month, the agency has the option to manually close on their own via the 25 profile - see below. Change the LAST MONTH/YEAR CLOSED from August to September for the Last Month:

This procedure can actually take place for any month when an agency is ready to close before GAD closes around the 15th of the month. For additional information, use the link below to access the GAD Accounting Procedures Manual. Locate section 3.11 for information on the 25 screen.

http://comptroller.marylandtaxes.com/Government_Services/State_Accounting_Information/Accounting_Procedures/Accounting_Procedures_Manual.shtml

Rumba - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

S025 V2.0 MD PRD R*STARS ACCOUNTING SYSTEM 08/20/13 11:17 AM DB2W

LINK TO: AGENCY CONTROL PROFILE

AGENCY: F50 FISCAL YEAR: 14

COST RUN IND: RUN TYPE: NO STEPS: LAST STEP:

ALLOCATION- CA BY IDX: CA BY PROJ: CA BY GRANT: CA POST:

CA RANGE FROM: TO: CA TYPES:

BILLING DEF- IDX: PCA: EXP COMP/AGY OBJ:

DEFAULT- IDX: PCA: REV COMP/AGY OBJ:

REPORTING INDS- WEEK: N MONTH: N QUARTER: N YEAR: N BSL: 3

ENC DOC MATCH LVL: 0 (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)

PRE ENC DOC MATCH LVL: 0 (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)

ENC INDICATOR: Y PRE ENC IND: Y COMP OBJ REQD ON D11: Y

FIXED ASSET - IND: Y THRESHOLDS - CAP: 500.00 INV: 500.00 CAPTURE: E

AGENCY OBJECT IND: N (R=REV, E=EXP, B=BOTH, N=NONE)

LAST MONTH/YEAR CLOSED: 01 2013 AGY BUD BY ORG IND: N (Y OR N)

AE LAST MONTH/YEAR PURGED: AGY BUD BY PGM IND: Y (Y OR N)

REPORTING MONTH/YR: 09 09 LABOR RUN IND: N (Y,N OR A)

INTEREST CALC RUN/MONTH: N COLLECTION TRANSFER RUN: N (Y OR N)

GRANT/PROJ BILLING RUN: N SGL ORG LVL IND: 1 STATUS CODE: A

EFF START DATE: 07011996 EFF END DATE: LAST PROC DATE: 05172013

Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

Ready Running APL NUMFLD ADTFW0E OVR CAP NUM W 16,33

FY2013 Reversions were posted by GAD on September 16, 2013

NEXT MEETINGS SCHEDULED

The next ADPICS PUG meeting is November 21, 2013 at DoIT (45 Calvert Street, Annapolis, MD Conference Room 280), 1:30 p.m. - 4 p.m.

Notes from the September meeting can be found on the BBS under *ADPICS Meeting Minutes/ September, 2013 ADPICS/PUG Committee Meeting Minutes*. (<https://www.doit.state.md.us/bbs/login.asp>, user id = bbsuser and password = bbsstate1)

To connect and call in remotely from your desk:

1. Enter <http://www.intercall.com/jumGo>
2. In the right corner, click **JOIN MEETING**.
3. At Moderator's User Login enter [5012161452](#).
4. Click **Join As Participant**.
5. When prompted, select **Dial In Now**.
6. Dial [\(855\) 297-3227](#) and enter the Conference Code: [2836957129](#) followed by #.

The next SPAG meeting will be held at MDOT Headquarters (7201 Corporate Center Drive , Hanover, MD)on November 21, 2013 starting at 9 a.m. If you have any questions regarding this meeting, please contact Jamie Tomaszewski @ 410-260-7386 or jamie.tomaszewski@maryland.gov

UPCOMING HOLIDAY/SERVICE REDUCTION DAY SCHEDULE

On the below Service Reduction Days, FMIS will be up, however, there will NOT be a batch cycle. Interface files will be picked up as a normal holiday schedule.

October 14, 2013- *Monday* - Columbus Day

November 11, 2013 - *Monday* - Veterans' Day

November 27, 2013 - *Wednesday before Thanksgiving* - Service Reduction Day

November 28, 2013 - *Thursday* - Thanksgiving Day

November 29, 2013 - *Friday* - American Indian Heritage day

December 24, 2013 - *Tuesday before Christmas Day* - Service Reduction Day

December 25, 2013 - *Wednesday* - Christmas Day

December 31, 2013 - *Tuesday, New Years Eve* - Service Reduction Day

January 1, 2014 - *Wednesday* - New Years Day

January 20, 2014 - *Monday* - Dr. Martin Luther King Jr.'s Birthday

APPLICATION SYSTEMS MANAGEMENT

Service Desk hours of operations 7:00 a.m. to 5:00 p.m. M—F

410-260-7778 or email us—

service.desk@maryland.gov

Service Desk and Security Services Fax number is

443-926-9742

FMIS Production On-Line Operating Hours

R*STARS/ADPICS: Monday through Friday (except Wednesday) 6:30 AM to 6:30 PM.

Wednesday: 6:30 AM to 4:00 PM

Saturday 6:30 AM to 6:30 PM

Reporting Information

AE / IAE Availability: Effective June 03, 2013

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 13 April (10) → Present
IAE	Every Fri.	FY 13 July (01) → March (09)
FF	Last Fri. of the Month	FY 12 <i>(if needed earlier in the month, can be done through special request.)</i>
<i>FY 2002 – 2011 available through special request.</i>		

****Special Request must be made by contacting the Service Desk. A ticket will be created and sent to the Functional Team for review to ensure your report will run. Please provide the 91 set-up of Agency, Requestor, Report ID and Request No.**

REMINDER: We are now in FY2014 so report requests run as 'CY' produces FY2014 data and 'PY' is FY2013 data.

On weeks that Friday is a Holiday or Service Reduction Day, the previous work day will be considered a Friday for reporting purposes. **This statement is also true when it is the last Friday of the month.**

Interface files are picked up on Holidays and Service Reduction Days (with the exception of Thanksgiving Day and Christmas Day) at approximately the same time they are picked up during a regular work day - 6:30 pm. These files are processed during the next work day's batch cycle. **Please note—there is a 3 pm deadline to have interface files submitted.**